



**Position:** Director of Development

**Description of Position:** The Director of Development will join a dynamic, community-minded team in a full-time, exempt staff position responsible for establishing and executing fundraising strategy to support our mission and expand the impact of the Community Foundation of Jackson Hole. The Director will determine strategy, establish systems that support an effective fundraising operation, and collaborate with the President to manage key donor relationships, cultivate future donors and planned gifts, and supervise a growing advancement team.

**Reports To:** President

**Primary Duties and Responsibilities:**

➤ **Fundraising & Relationship Management**

- Provide active leadership to identify, cultivate, solicit, and steward high-potential prospects, fundholders, and donors. Manage a portfolio of donors that includes Old Bill's Fun Run Co-Challengers.
- Execute and report on annual fundraising plan, including planned giving and initiative campaigns.
- Schedule and execute targeted, creative major donor events, primarily offsite, for the purpose of cultivating and stewarding donors.
- Coordinate with Director of Marketing & Communications on marketing and implementing communications strategies that will serve fundraising objectives

➤ **Strategy**

- In partnership with the President, establish forward-looking fundraising goals and tactics to support the Foundation's mission and strategic plan.
- Lead revenue forecasting for Foundation, including Old Bill's Fun Run matching funds, discretionary grantmaking, planned giving, and strategic initiatives.
- Motivate and assist President, executive team, and Board with donor meeting preparation, follow-up, stewardship and engagement.

➤ **Development Operations**

- Establish and direct a robust and engaged prospect pipeline, with strategies for moving major donors and fundholders towards making transformational gifts.
- Manage administration of donor stewardship and cultivation including fundraising systems, grant files, records, calendar, and communications.
- Oversee donor communications strategy.



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### ➤ Team Leadership

- Manage Development Associate and VP of Philanthropic Services, including 1:1 meetings, weekly team meetings, and quarterly and annual reviews.
- Lead regular development team meetings to review pipeline, create engagement plans for key relationships, and ensure efficient and effective operations.
- Serve as a key member of the Foundation's executive team.
- Develop annual expense budget and ensure ongoing cost forecasting and adherence to targets.
- Act as a primary staff liaison to the Board Advancement Committee, working with President and Board Chair to set goals and agendas, and to support committee as they cultivate donors.

### Our Ideal Candidate:

- You are a proven fundraiser with a five+ year track record of demonstrated success managing a portfolio of influential donors and securing major gifts.
- You have a deep understanding of all aspects of the giving cycle and you know how to identify the potential of a donor and build a trusting relationship. You can lead others to do the same.
- You have supervisory experience that is noteworthy because you have moved teams towards success and you know how to mobilize and motivate Board members and volunteers.
- You like the details as much as you enjoy donor meetings. You can spot a misspelled donor name in a spreadsheet, you know how to sweet talk a report from a database, you are on time and prepped for your meetings, and you remember each team member's birthday.
- You love to set up a unique and memorable donor event, inviting a diverse mix, sprucing the setting, and you are comfortable with the microphone when you introduce the Board Chair.
- You embrace complex concepts and new initiatives. You enjoy writing personalized communications and making efficient and fun presentations.
- The only things stronger than your passion for purpose are your personal integrity and your discretion managing confidential information.

### Skills/Experience Required:

- A proven fundraising track record with five+ years of demonstrated success managing a portfolio of influential donors.
- Demonstrated ability to secure major gifts. Deep understanding of all aspects of the giving cycle.



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- Adept at managing financial and donor data and reports.
- Excellent verbal and written communications skills as well as high comfort level with communicating online, via mobile, and in-person.
- The ability to lead, work in a team setting with kindness and grace, handle multiple internal and external moving parts, and to be an independent thinker.

### Values:

The Community Foundation of Jackson Hole is a values-driven organization. We seek candidates who embody our core values:

- **Community:** We foster authentic relationships built on integrity, mutual respect, and inclusivity. We are committed to meeting the evolving needs of our community to sustain a vibrant Jackson Hole.
- **Collaboration:** Together we approach every experience and partnership as an opportunity to learn and invest in each other. We nurture a collaborative and safe environment for all to encourage meaningful change.
- **Connection:** We believe in connecting generosity with opportunity. To build a bridge from passion to purpose. We lead by understanding needs first, then by action and innovation so that cause can meet contribution.
- **Compassion:** We offer trust and compassion. We support the unique value, circumstances, and perspectives of individuals and organizations. We are mindful of our influence.
- **Curiosity:** We open our minds to possibility. In everything we do, we are active listeners, seeking understanding so that we can improve and adapt to new ideas.

### The Environment:

The Community Foundation of Jackson Hole has a mission of improving lives through philanthropic leadership. This includes acting as a leader, catalyst, and resource for our community. We make grants, provide excellent donor services, and ensure the sustainability of our philanthropic community. We do these things well because we listen hard to our community. We have committed to opening our minds to possibility. Our team is smart and flexible but that is not as important to us as our desire to create a supportive environment where we can make meaningful change. We talk things through and then we innovate and take action. We believe in integrity, mutual respect, and inclusivity. If this resonates, we've been waiting for you.

**Salary:** \$100,000 commensurate with experience